

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-182 **Issue Date:** 12-05-13 **Closing Date:** 12-31-13

Tribal Employment Rights Ordinance (TERO) Director
Tribal Employment Rights Ordinance (TERO)
Tribal Administration
Hourly Wage: \$17.70/Full-Time/Regular

Responsible to implement and enforce the Tribal Employment Rights Ordinance pursuant to Revised Yakama Code (RYC) Title LXXI (71) TERO. Supervises the TERO staff and also serves as the technical staff person to the TERO Commission whose purpose is to ensure equal and effective application of the Ordinance. The TERO Director develops strategies to create employment and training opportunities and to eliminate discrimination of Native Tribal Members in employment hiring and practices in the work place and to enforce Indian Preference. The TERO Director ensures that all TERO office activities are consistent with Federal and Tribal laws, policies and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and general understanding of construction.
- Knowledge of TERO Indian Preference requirements, EEOC (Equal Employment Opportunity Commission), and Labor Laws.
- Knowledge of the organization and operational objectives of the TERO program.
- Ability to investigate thoroughly to determine facts clearly and to make logical and unbiased conclusions based upon the results of investigation.
- Ability to write clear accurate reports and to express ideas effectively orally and in writing.
- Ability to follow instructions and observe the confidential nature of all activities of the TERO office.
- Ability to establish and maintain effective working relationships.
- Ability to demonstrate computer literacy with working knowledge of Microsoft Word, Excel, Access and Power Point software programs.
- Ability to demonstrate excellent customer service skills and be able to work with diverse groups.
- Ability to prepare compliance reports and notices.
- Ability to attend commission hearings.

GENERAL RECRUITING INDICATORS:

- Minimum of a Bachelor's Degree with a minimum of two years of successful management experience.

SPECIAL REQUIREMENTS:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess or have the ability to obtain a valid Washington State Driver's License and must acquire a YN Tribal Driver's Permit.
- Must be able to walk/navigate rough terrain during the course of site visits in all weather conditions.